

6/01

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CHANGES IN INCOME, DEDUCTIONS, RESOURCES

Within 10 days of the report, the EW must:

- * Determine the amount:
 - Income: Frequency, rate, dates of receipt
 - Deductions: Frequency, amounts, due dates, entitlement
- * Include in existing worksheet calculations to determine continued eligibility and benefit level.
- * Compare to gross/net income standards, resource or deduction maximum, as appropriate.

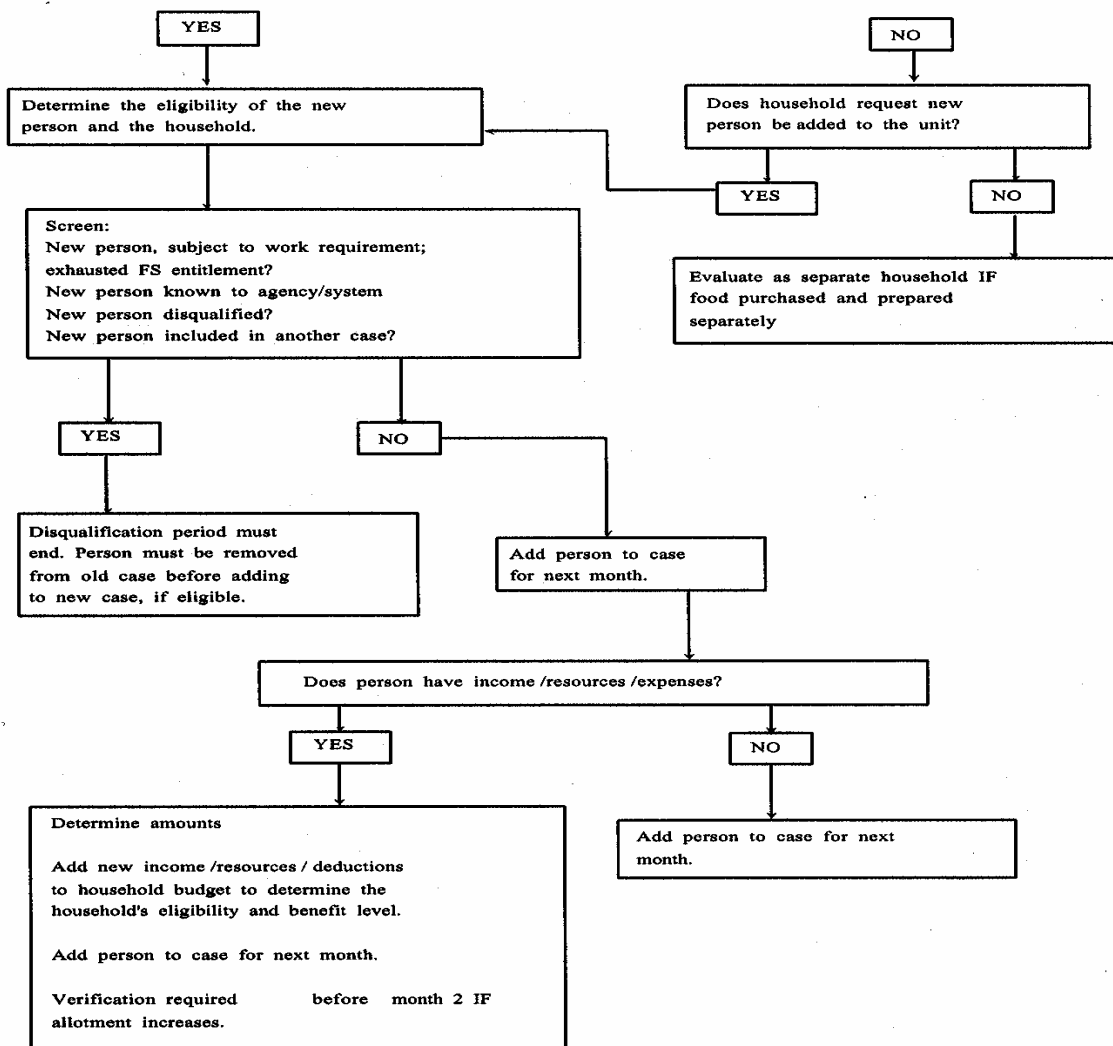
After change evaluation, is the household still eligible?

Yes	No	Unknown
Send 10-day advance notice if allotment decreases. Verification needed at recertification. Send Notice of Action if allotment increases. Verify new information before Month 2. If not verified, amount is returned to the original amount.	Send 10-day advance notice to close case or to suspend case for one month. Verify information if questionable.	Household must clarify or verify change within 10 days. Send the Request for Verification form. If the household does not take sufficient action, close the case by sending 10-day advance notice.

The agency must normally make changes for the month after the month the change is reported. Except for household composition changes, the agency may give supplemental allotments for reevaluations made in the month of the change. The agency may authorize supplemental allotments at its discretion. If the agency makes voluntary supplements, the local agency must provide supplements for all comparable changes.

CHANGES IN HOUSEHOLD COMPOSITION

New Household Member Reported
Is person required to be in the household?



Other actions due with change evaluation: Alien status established
Student eligibility established

Actions due at recertification: Social Security number obtained or
Proof of application for number
Work registration completed
Alien registration number obtained

These actions may be discussed and information obtained at the time of the change report however, no negative action may be taken if processes are not completed at this time.